

CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 211430

Date: 03/15/2021

Request #: 281939

Vendor #: 00244

ISSUED TO: HIGHLANDS WRECKER SERVICE
3219 N 7TH ST
LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
Attn: Utilities Department
905 12th Street
Las Vegas, NM 87701

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Tax	4.20		620-0000-610-7408	4.20
2	1	Towing Service	50.00		620-0000-610-7408	50.00

DEPARTMENT ORDER

Approved By:

Date:

3/16/2021

SUBTOTAL:	54.20
TAX:	0.00
SHIPPING:	0.00
TOTAL	54.20

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

PURCHASE ORDER NO.: 281939

3/15/2021

Dept. Order

- PINK COPY: DEPARTMENT

En 2.6

Sta. C

To W 12

HIGHLANDS WRECKER SERVICE L.L.C.

3219 SEVENTH STREET

LAS VEGAS, NEW MEXICO 87701

*"When you care enough to want the best"***(505) 425-8769**INVOICE # 47702DATE 3-14-21 *(Sunday)*

OWNER:

NAME: City of Las Vegas

ADDRESS: _____

CITY AND STATE: _____

TELEPHONE: _____

VEHICLE:

YEAR: 2010 COLOR: white MILEAGE: _____MAKE: Chevy MODEL: 2500LICENSE #: D8099G STATE: NMVIN # 1G6E0K4C691F152069AUTHORIZED BY: Driver

CLASS: _____

VEHICLE LOCATION: LaundryTOWED TO: City Yard

WRECKER SERVICE

ADDITIONAL MILES@ PER MILE

ADDITIONAL MILES@ PER MILE

DEADHEAD MILES@ PER MILE

LABOR AT SCENE:

EXTRA MAN LABOR:

OTHER SERVICES:

GAS TROUBLE UG 1223

STORAGE: DAYS: PER DAY

R.O.# _____ P.O.# _____

SUB-TOTAL

TAX

TOTAL

50.004.2054.20SIGNATURE: [Signature]

SPC 30032

Picked up by Jonathan Ortega



STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: *City of Las Vegas*

Agency Chief Procurement Officer: *Helen Vigil*

Telephone Number: *505-454-1401*

II. Name of Contractor: *Highlands Wrecker Services*

Address of Contractor: *3219 7th St.
Las Vegas, NM 87701*

Amount of prospective contract: *\$54.20*

Term of prospective contract: *Upon Completion*

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

The On Call work truck broke down on a service call, the truck needed to be towed to the utilities yard.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The On Call truck could not be moved as the transmission would not shift.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

A open PO will be in place for emergency

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

A open purchase order will be in place for towing services.


Certified by:



Department Director

Date: _____

Approved by:



Procurement Officer

Date 3/15/2021

APPROVED



Finance Director

Date 3-16-21